UNION GRIEVANCE STEP ONE & STEP TWO PROCESS GUIDELINES FOR FS MANAGEMENT

Both the UW-WFSE and the UW-SEIU 925 Collective Bargaining Agreements have an outlined grievance process. This document is meant to be a guide, not all inclusive. Please refer to the current Collective Bargaining Agreement(s) for a full description of the article(s) related to the grievance process.

Your Role in the Grievance Process: A grievance is the Union’s request to meet, for them to make their case as to why they allege a written article, policy and/or procedure has been violated. You should actively listen, ask questions and seek clarification from the Union, and respond in writing to the grievance after the meeting. Please remember not to agree or commit to anything at the grievance meeting. It is a listening and clarification meeting. Any action items can be discussed after the grievance meeting in consultation with your management and FS HR.

Definition of a Grievance: A grievance is defined as any dispute between the University and the Union, an employee, or a group of employees as to alleged misapplication or misinterpretation of the terms of the contract or the University’s written personnel rules, policies or practices. (UW-WFSE Article 24.1) OR a grievance shall be defined as any alleged misapplication or misinterpretation of the terms of the contract. (UW-SEIU Article 4)

Filing a Grievance: A grievance must be filed in writing within thirty (30) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence. (UW-WFSE Article 24.10; UW-SEIU Article 4.9)

Step One Grievance Process

- Written grievance filed by the Union to the grievant’s supervisor, manager or the Labor Relations Office. The written grievance shall include the following information (UW-WFSE Article 24.5; UW-SEIU Article 4.9):
  - The date which the grievance occurred
  - The specific Article(s) or Section(s) of the Collective Bargaining Agreement violated or the past practice, rule and/or policy violated
  - The specific remedy requested
  - The grievant(s)’s name
  - The name and signature of the Union representative (union staff or union steward)or outside representative
  - The nature of the grievance
- If you receive a written grievance from the Union that does not include the information outlined above, it is the expectation that FS management (you) seek clarification and/or all of the relevant information before proceeding with scheduling a Step One grievance meeting
- You should consult with FS HR and the Department Director (if needed)
- The supervisor, manager, or designee will coordinate with the Union representative and their FS HR Specialist to schedule the Step One grievance meeting within fifteen (15) calendar days of receipt of the written grievance. If the date of the Step One grievance meeting falls outside of fifteen (15) calendar days, it must be mutually agreed upon by both FS management and the Union
- Those in attendance at a Step One grievance meeting include: the supervisor (or manager or designee), FS HR Specialist, a Union representative (union staff or union steward) and the employee
- After the Step One grievance meeting is held, FS management will respond in writing to the Union within fifteen (15) calendar days after the meeting
• If the Union requests to grieve a Formal Counseling, it must start at a Step One grievance unless mutually agreed upon by both FS management and the Union

**Step Two Grievance Process**

• If a satisfactory outcome is not reached in the Step One grievance, the Union may file a written grievance to the department director, designee, or to the next appropriate level of management and the Labor Relations Office within fifteen (15) calendar days after the decision from the Step One. The written grievance shall include the following information:
  - A copy of the Step One grievance decision
  - The date which the grievance occurred
  - The specific Article(s) or Section(s) of the Collective Bargaining Agreement violated or the past practice, rule and/or policy violated
  - The specific remedy requested
  - The grievant(s)’s name
  - The name and signature of the Union representative (union staff or union steward)
  - The nature of the grievance

• If you receive a written grievance from the Union that does not include the information outlined above, it is the expectation that you and/or FS HR ask the Labor Relations Office to seek clarification and/or all of the relevant information before the Step Two grievance meeting is held

• The Labor Relations Office will coordinate with the department designee, FS HR, Campus HR and the Union representative to schedule the Step Two grievance meeting within fifteen (15) calendar days after notice of the filing at Step Two. If the date of the Step Two grievance meetings falls outside of the fifteen (15) calendar days, it must be mutually agreed upon by both the University and the Union

• Those in attendance at a Step Two grievance meeting include: a Labor Relations representative, the dept director (or designee), FS HR Specialist, Campus HR Consultant, a Union representative (union staff or union steward) and the employee

• After the Step Two grievance meeting is held, the Labor Relations Office will respond in writing to the Union within fifteen (15) calendar days after the meeting (UW-WFSE) or within ten (10) calendar days after the meeting (UW-SEIU)

• If the Union requests to grieve a Final Counseling or Dismissal, it must start at a Step Two grievance unless mutually agreed upon by both the University and the Union

**Union Request for Records:** If FS management is contacted directly by the Union and/or the Labor Relations Office requesting any record(s), they should contact FS HR immediately. FS HR facilitates the collection of all records requests and will work with FS management to ensure the request for records is relevant, per the contract, and the appropriate records are provided to the requesting party. FS management should never provide records directly back to the Union and/or the Labor Relations Office. FS HR is your first phone call and they will verify the validity of the request and will expedite the appropriate records being sent.

**Union Steward Release Time:** Union steward release time may be approved, subject to business necessity, for a union steward representing a grievant **within the union steward’s designated area of jurisdiction.**

(UW-WFSE Article 9.2; UW-SEIU Article 5).
Notification: An employee will obtain prior approval from his or her supervisor before attending any meeting or hearing. All requests must include the approximate amount of time the employee expects the activity to take. Employees will suffer no loss of pay for attending management scheduled meetings and hearings that are scheduled during the employee’s work time. Attendance at meetings or hearings during the employee’s non-work hours will not be considered as time worked. An employee cannot use a state vehicle to travel to and from a worksite in order to attend a meeting or hearing unless authorized by the Employer. (UW-WFSE Article 10.4)